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OFFICE OF THE ADJUTANT GENERAL
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NGAR-HR

10 June 2010

MEMORANDUM FOR ALL FULL-TIME PERSONNEL

SUBJECT: TAG Policy 2010-05, Arkansas National Guard (AR NG) Telework Policy for Full-time Federal Employees

1. Purpose. This policy establishes the requirements and procedures for requesting, engaging in, and monitoring telework (work performed at a work site other than the employee's normal duty station). This policy supplements the DoD Telework Policy.
2. Applicability. Covered under this policy are all AR NG Active Guard Reserve (AGR) and AR NG Federal Technicians. State employees are to adhere to the telework policies and procedures published by the Military Department of Arkansas, Director of State Resources.
3. Proponent and exception authority. The proponent of this policy is the Human Resource Office. The AR NG Chief of the Joint Staff has the authority to approve exceptions or waivers to this Telework Policy that are consistent with controlling laws and regulations.
4. Reference.
 - a. Section 359 of Public Law 106-346, dated October 23, 2000.
<http://www.fs.fed.us/servicefirst/legislation.htm>
 - b. Section 622 of Public Law 108-447, Division B dated December 8, 2004.
 - c. Section 620 of Public Law 104-52 (31 USC 1348) dated November 19, 1995.
 - d. DoD Telework Policy and DoD Telework Guide, Office of Personnel Management
<http://www.telework.gov/policies/dodpolicy.asp>; <http://www.telework.gov/policies/dodguide.asp>
 - e. Office of Personnel Management, A Guide to Teleworking in the Federal Government, OPM-II-A-1, dated August 3, 2006.
 - f. DoD Directive 1035.1 Telework Policy for Department of Defense, dated September 9, 2002.

g. AR 25-1 Army Regulation - Army Knowledge Management and Information Technology, dated December 4, 2008.

h. AFI 33-112 Air Force Instruction – Computer Systems Management, dated April 7, 2006.

5. Explanation of terms.

a. Telecommuting is paid employment performed away from the regular duty station at an alternate workplace.

b. Telework refers to an arrangement in which an employee performs officially assigned duties at an approved alternative work site on either a regular or recurring, or on a situational (ad hoc) basis.

c. Regular and recurring telework means an approved telework schedule where eligible employees regularly work at least one day per biweekly pay period at an approved alternative work site.

d. Situational (Ad hoc) telework means approved telework performed on an occasional, one-time, or irregular basis. For example this may include medical or emergency situations such as the Pandemic Influenza. (Telework of less than one day per pay period is also considered ad hoc).

e. Alternative Work site – means a place away from the traditional work site that has been approved for performance of official duties. An alternate work site may be an employee's home or a Telecommuting Center/Remote Site established for use by teleworkers.

f. Telework Agreement (Encl 3) means a written agreement, completed and signed by an employee and appropriate supervisor and approved by the Human Resource Officer (HRO) and the directorate, or by the HRO and the Wing Commander for the ARANG that outlines the terms and conditions of the telework arrangement.

g. Sensitive-Unclassified Data is unclassified information, which the loss, misuse or unauthorized access to or modification of could adversely affect the national interest or the conduct of Federal Programs, or the privacy to which individuals are entitled under the Privacy Act (e.g., any documents containing Social Security Numbers, budget and manpower data, automation data).

6. Responsibilities.

a. HRO:

(1) Ensure proper implementation and documentation of the telework program in accordance with (IAW) Public Law (PL) 106-346, section 359.

(2) Provide guidance, updates, and assistance as required.

(3) Provide appropriate notification to local labor organizations prior to telework beginning.

(4) Complete telework reports, as required, and forward to NGB.

(5) Review and approve/disapprove requests from directorates for telework.

b. Directorates/ARANG Wings:

(1) Determine which positions in their organization are eligible for regular and recurring telework based on DoD and OPM criteria for position and employee eligibility.

(2) Determine and recommend positions and employees for consideration for regular and recurring telework depending on the nature of the position.

(3) Oversee and manage telework program implementation for their area of responsibility.

(4) Review employee requests for regular and recurring or ad hoc telework and forward those to be recommended to HRO for approval or disapproval.

c. Supervisors:

(1) Support the telework program and overcome artificial barriers to the program. Provide telework FTS employees with telework orientation materials.

(2) Ensure completion of the AR NG Telework Agreement prior to the commencement of either regular and recurring or ad hoc telework approved arrangements.

(3) Provide telework employees with telework orientation materials and serve as primary advisors on telework.

(4) Identify and define work assignments under telework arrangements.

(5) Review proposed unit/section telework programs and provide recommendations to their appropriate approving authority.

(6) Ensure the telework requirements are followed.

(7) Set work schedules in advance to ensure an employee's time and attendance can be properly accounted for and to preclude any liability for overtime pay; as well as approve leave requests or other absences from the employee's alternative work site.

(8) Monitor the employee's performance and accomplishment of job and mission requirements.

(9) Track and report telework participation for their program area of responsibility and submit summary data to the HRO as required at the end of each calendar year.

d. Employees:

(1) Complete a Telework Agreement (Encl 3) and submit to the supervisor for initial consideration. Supervisor-recommended agreements will be forwarded for further review by the directorate and HRO and if approved by both, the employee will be notified by his or her supervisor.

(2) Begin telework, whether regular and recurring, or situational/ad hoc, only after receiving notification of approval, followed by the completion of the Computer Security Agreement (Encl 4) and Telework Safety Checklist (Encl 5).

(3) Adhere to telecommuting personnel policy and procedures.

(4) Maintain performance and assure accomplishment of job and mission requirements.

(5) Ensure that a proper work environment is maintained at the alternate work site.

e. Designated Approval Authority (DAA)/ ARANG Communications Squadrons:

(1) Determine availability of government-owned technology to support employees performing official duties at their homes or a remote site.

(2) Provide guidance and assistance on required information technology services (computers, telephone service, telecommunications equipment, etc.).

(3) Maintain and support IO operations at Remote Work sites.

(4) Based on supervisor input, as well as technological equipment, services and funding availability, determine feasibility to support Telework operations at alternate work sites.

(5) Ensure government furnished equipment (GFE) information technology used for telework complies with the security requirements, and approve their use as authorized in AR 25-1 and AFI 33-112. No personal systems or equipment are authorized for Telework.

7. Overview.

a. Section 359 of PL 106-346 requires that federal agencies establish telework policies. The law specifically applies to appropriated fund employees although federal agencies have local discretion to include non-appropriated employees. The DoD Telework Policy and the DoD Telework Guide provide the basic parameters and conditions for implementing the telework program. Specific requirements that supplement the DoD policy and guide are provided in Enclosure 1, which accompanies this policy.

b. Telework has the potential to:

(1) Improve employee productivity, efficiency, recruitment and retention.

(2) Accommodate employees with disabilities, temporary, or continuing health problems.

(3) Help retain employees who commute long distances to work, along with those seeking to improve their work/life balance.

(4) Potentially contribute to the reduction of traffic congestion, energy consumption and pollution emissions.

(5) Telework arrangements may also serve as one component in planning for continuity of operations during unforeseen interruptions or emergency situations.

8. Policy and Procedures.

a. Determining Eligibility:

(1) Telework is a management option, it is not an employee benefit or right and does not change employment terms or conditions.

(2) Telework must not adversely affect organizational missions and functions. If managers determine that it does, they must immediately modify or terminate the telework arrangement.

(3) Managers must establish specific controls and oversight to ensure service to the public, work productivity, and that operating costs do not suffer adverse impacts.

b. Positions eligible for telework are those involving tasks and work activities that are portable, do not depend on direct supervisory oversight, or the employee being at the traditional work site. Positions will not be excluded from eligibility on the basis of occupation, series, grade or supervisory status.

c. Positions that are not eligible for telework, as defined by OPM, "performing the work at an alternate work site will adversely affect the performance of other employees, those that place a burden on the staff remaining in the office, or result in a diminished level of service provided to customers." Positions that are not typically eligible for telework are positions that require:

(1) "Frequent or short-notice face-to-face interaction with internal or external customers (such as the supervisor, other employees, general public).

(2) Access to material or data that cannot be moved from the regular work site and would present a security risk, or breach of confidentiality (classified material, security documents, personnel records, medical records, etc.).

(3) Handling controlled unclassified information and the telecommunication or electronic storage of such information, as determined in AR 25-1 and AFI 33-112 (i.e., information for official use only that affects individuals' privacy that is needed for law enforcement, or confidentiality of information).

(4) Access to technology equipment or facilities that is not available at the alternate work site.

(5) Use of a government vehicle (i.e., by a truck driver).

(6) Work that must be performed at the regular work site (such as issuing and accounting for supplies and materials, medical care, range control duties, vehicle and equipment repair).

(7) Providing emergency services and/or services involved in the protection of life and property (firefighters, police and guards).

d. Employees considered suitable for telework are those who demonstrate personal characteristics conducive to successful telework arrangements. These include, at a minimum:

- (1) Demonstrated dependability and the ability to handle responsibility.
- (2) A proven record of high personal motivation and minimal need for direct supervision.
- (3) The ability to prioritize work effectively and use good time management skills.
- (4) Established and current minimum performance ratings of fully acceptable or the equivalent.

e. Employees not considered eligible for telework, as defined by OPM, include:

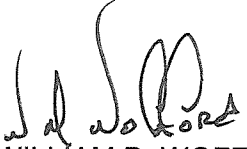
- (1) Employees whose positions require, on a daily basis, direct handling of secure materials or on-site activity that cannot be handled remotely or at an alternative work site. (ex: face-to-face personal contact such as medical counseling, hands-on contact with machinery, equipment, vehicles, etc., or other physical presence/site dependent activity (ex. Guard duty)).
- (2) Employees whose last performance rating of record is below fully successful or whose conduct has resulted in disciplinary action within the last year.
- (3) Employees who are in a probationary status.

f. Funding. There will be no reimbursement authorized for telework telephone, long-distance, or internet access

9. Program Termination. Any individual or organizational telework program may be terminated by the teleworkers, the immediate supervisor, or others in the chain-of-command. Reasons for that termination may include if it should be determined that the arrangement is no longer necessary, the employee's performance does not meet the standards, or the telework arrangement fails to meet organizational needs.

5 Encls:

1. AR NG Telework Program Guide
2. AR NG Telework Summary Report
3. AR NG Employee Telework Agreement
4. AR NG Telework Computer Security Agreement
5. AR NG Telework Safety Checklist


WILLIAM D. WOFFORD
Major General
The Adjutant General

Arkansas National Guard (AR NG) Telework Program Guide

I. General Requirements:

a. Orientation and Technical Assistance: Managers, supervisors, and employees must approach telework very differently from traditional work arrangements. Therefore, participating managers, supervisors, and employees must receive a telework orientation before they participate in a program to ensure they fully understand that the success of each telework program depends largely on the supervisor and employee establishing a joint commitment.

b. Participant Selection: Supervisors will first identify positions for teleworking and, once identified, supervisors may select employees to participate voluntarily. Job content, not just title and series, will be used to determine if there is a recurring opportunity to perform work at the alternate work site.

(1) Because teleworking is a supervisor-approved work option, continued participation is not an automatic right and supervisors may change, modify, or terminate the program due to mission needs or other eligibility considerations.

(2) Teleworking may be performed on a regularly scheduled basis each pay period, such as several days a week or several days per pay period, or may be performed on a situational or as needed basis. An example of situational teleworking would be when an employee occasionally works from home to complete a quarterly or annual report, researches/writes policies/regulations, or works from home a few days each quarter to attend to detailed administrative work without interruption.

c. Work Schedules: Employees must perform scheduled work either at the office or an approved telework work site. Each telework arrangement must identify the time for work in each setting to address face-to-face meetings, reference and equipment access, isolation and communication difficulties, and proper time and attendance certification. For bargaining unit members, the provisions of the collective bargaining agreement, relative to establishing and changing work schedules apply. The arrangement should specify a maximum number of days at the official duty station to ensure the employee is available in the office during the pay period for face-to-face meetings, access to facilities, etc. Supervisors will periodically review work schedules to meet employee and organizational requirements and must coordinate absences from either office or telework work site.

d. Accidents and Property Damage: Should an accident or injury occur at the alternate work site specified in the Telework Agreement while the teleworkers are directly engaged in performing the designated work, the supervisor must be notified immediately and details of the accident or injury provided. In addition, a DOL form CA-1, Federal Employee's Notice of Traumatic Injury and Claim for Pay/Compensation form must be completed.

(1) AGR personnel/supervisors follow Line of Duty accident and injury reporting procedures.

(2) Technicians are covered by the Federal Employees Compensation Act (FECA), whether work is performed on the agency's premises or an alternate work site. A technician receiving Workers' Compensation (WC) who is eligible for vocational rehabilitation may, upon approval of the Department of Labor (DOL), use telework as an option. It is management's decision whether telework can be made available. If telework duty is approved but the

Arkansas National Guard (AR NG) Telework Program Guide

employee or management finds that the alternate location is not conducive to work, the teleworkers may, upon approval of the DOL, be able to withdraw from the telework established as a vocational rehabilitation trial and apply to resume WC benefits.

e. Emergency Dismissal or Closure Procedures: These procedures may apply to all employees, including those teleworking from an alternate work site. Emergencies include: adverse weather (severe icing and snow conditions, floods, earthquakes and hurricanes), as well as other situations including elevated air pollution, disruption of power and/or water, and interruption of public transportation.

(1) If a situation arises at the alternate work site, resulting in the employee being unable to continue working (e.g., power failure), the supervisor will determine a course of action on a case-by-case basis. Depending on the circumstances, supervisors may grant an excused absence, offer an option to take leave or to use compensatory time-off or credit hours, if applicable, or require the employee to report for work at the traditional work site.

(2) If a similar emergency causes employees at the traditional work site to be unable to continue working (e.g., part of a large organization is dismissed), the teleworkers who are not affected by the emergency situation, will not be excused from duty.

f. Labor Relations: This telework policy has been coordinated with the labor organization, exercising exclusive representational rights for bargaining unit employees.

g. Time and Attendance: Monitoring and certifying employee work time are critical. Supervisors will correctly report time and attendance to ensure employees are paid for work performed and account for absences. Code TW will be used on the attendance sheet. To carry out this responsibility, supervisors may visit the employee's work site (at a pre-arranged time), establish telework contact, determine reasonableness of work output for the time spent, or use other appropriate certification methods.

h. Compensation: Compensation will be in accordance with the employee's duty status, and in compliance with associated pay regulations and directives. The teleworkers official duty station is his or her main office. Telework is not a basis for changing any salary or benefits.

i. Written Agreements: Each person in a telework arrangement and his or her immediate supervisor must sign and maintain a written agreement.

j. Home Office Space: Employees must have a designated work space at home with adequate home office furnishings, and communicate easily by telephone during the workday. Further, a self-certification checklist for home work space must be completed to ensure health, safety, building code, physical security and other requirements are met. Supervisors may inspect homes by appointment. Identified safety or security problems may result in the termination or denial of a telework agreement.

k. Expenses: The agency assumes no responsibility for increases in home utility costs, or for any other operating costs associated with the employee's use of his or her residence for telework, including home maintenance or insurance. No reimbursement for travel expenses or per diem will be authorized in connection with telework.

Encl 1

Arkansas National Guard (AR NG) Telework Program Guide

I. Technical Requirements: Employees who require internet access to do their telework task must meet all connectivity and security requirements specific to their functional area prior to the agreement being accepted.

m. Family Care: Telework is not a substitute for child or elder care. The opportunity to telework is offered only with the understanding the telework site and the worker's time are exclusively for work.

II. Computer and Telecommunications Support:

a. Additional Computer and Telecommunications Support: There is no specific requirement for additional teleworking computers or telecommunications resources to support this initiative.

b. Home Telecommunications Costs: Home telephone costs associated with work at home are not reimbursable.

c. Individual Capabilities: The use of personal computers, non government issued peripherals, and non government issued media or data files is not authorized.

III. Security Requirements: Teleworking and any access to AR NG computers or networks from an alternate work site (such as from a hotel room while on TDY), creates security risks for the United States and AR NG information systems hardware and software infrastructure.

a. Teleworkers will need to provide internet access with the AR NG network to perform their work. All teleworkers will comply with Automated Information Systems security procedures to reduce risks to AR NG computers, data, and telecommunications networks.

b. Classified information is not allowed at home work sites. Employees will not gain remote access; i.e., use modems to enter data files on another computer, to classified data or FOUO record messages. An employee will report any and all access to classified material, whether accidental or not, to the appropriate security officer, who will declassify the government equipment that was used at home.

IV. Definitions:

Alternative Work site means a place away from the traditional work site that has been approved for the performance of official assigned duties. It may be an employee's home, a telework center, or other approved work site including a facility established by state, local, or county governments or private sector organizations for use by telework employees. Readiness Centers or support facilities fall under the definition of alternative work site.

Core, or Regular and Recurring Telework means an approved work schedule where eligible employees regularly work at least one day per biweekly pay period at an alternative work site.

Situational Telework means approved telework performed on an occasional, one-time, or irregular basis. (Telework of less than one day per pay period is considered situational.)

Telework refers to any arrangement in which an employee performs officially assigned duties at an alternative work site on either a regular or situational basis (not including while on official travel).

Arkansas National Guard (AR NG) Telework Program Guide

Telework Agreement means a written agreement, completed and signed by an employee and appropriate official(s) in his or her supervisory chain of command, that outlines the terms and conditions of the telework arrangement.

Traditional Work site refers to the location where an employee would work absent a telework arrangement.

Work-at-Home Telework means an approved arrangement whereby an employee performs his or her official duties in a specified work or office area of his or her home that is suitable for the performance of official government business.

Encl 1

Arkansas National Guard (AR NG)

Telework Summary Report

For the Month of: _____

Functional Area: _____

Supervisor Name: _____ Phone Number: _____

Using the table below, specify the total number of telework employees by the indicated categories:

Participation Rate	Federal (NDS) Non-Dual Status Technicians	Federal (DS) Dual Status Technicians	AGR
1 day per pay period			
More than 1 day per pay period			
Situational (i.e., Occasional Project)			

Arkansas National Guard (AR NG)
Employee Telework Agreement

Teleworker's Name: _____ Telephone: _____

Organization/Office: _____

Current Duty Station: _____ Location: _____

ALTERNATIVE Workplace Address: _____
Physical Address City, State Zip Code

Voluntary Participation

I voluntarily agree to work at the approved alternative work site indicated above and agree to follow all applicable policies and procedures. I recognize this arrangement is not an employee benefit but an additional method the agency may approve to accomplish work. Telework is a management option; it is not a right, and does not change employment terms and conditions.

Official Duties

I shall perform official duties only at the official duty station or supervisor-approved alternate work site. I will not conduct personal business, such as caring for dependents or making home repairs, while in official duty status at my approved alternate work site.

Work Schedule and Tour of Duty Specify days, hours, location of official duty station and alternative site

My official tour of duty will be: _____

Unless mutually agreed between my supervisor and me, my scheduled work hours remain the same. I further understand I am expected to report for work at my official duty station at least one day per pay period. I am also expected to attend all required staff meetings at my official duty station.

Time and Attendance

_____ My timekeeper will have a copy of my schedule. My supervisor will certify biweekly the time and attendance for hours worked at the official duty station and alternative work site.

(Note: the organization may require me to complete a self-certification form).

Leave

_____ I shall follow established office procedures for requesting and obtaining approval of leave.

Compensatory Time

_____ As a technician, I agree to work compensatory time only if my supervisor so orders and approves in advance by second level supervision. Working without such approval may result in terminating the teleworking privilege and/or other appropriate action.

Security

_____ I will comply with security policies and protect all AR NG resources, including AR NG data and information, at the alternate work site.

AR NG Employee Telework Agreement

Equipment and Supplies

_____ I shall protect any government-owned equipment and use it only for official purposes. The agency will install, service, and maintain its own equipment if applicable. I shall be responsible for providing internet access. I understand the AR NG is not responsible for expenses to provide that service, and that the AR NG is responsible for providing a computer, peripherals, and media or data files used for teleworking.

Liability

_____ The AR NG is not liable for damages to my personal or real property while I work at the approved alternate work site except to the extent the Federal Tort Claims Act or the Military Personnel and Civilian Employees Claims Act holds the AR NG, as a government agency, liable.

Work Area

_____ I shall provide a furnished work area adequate for performing official duties.

Work Site Inspection

_____ I agree to permit supervisory inspection of my alternate work site during normal working hours at a pre-arranged time to ensure proper maintenance of government-owned property and conformity to safety standards. (I will complete a self-certification safety checklist for an at-home work site.)

Alternative Work Site Costs

_____ The AR NG will not pay installation, infrastructure and/or operating costs associated with using my home as an alternate work site, e.g., home maintenance and insurance.

Injury Compensation (Check the Applicable Paragraph)

_____ As a civilian member, I am covered under the Federal Employee's Compensation Act (FECA) or appropriate state regulations if injured while I actually perform official duties at my official duty station or alternate work site. I agree to notify my supervisor immediately of any accident or injury that occurs at the alternate work site; the supervisor will investigate my report immediately and, in addition, notify the appropriate safety office/officer.

_____ As a military member, I am covered under 32 USC if injured while I actually perform official duties at my official duty station or alternate work site. I agree to notify my supervisor immediately of any accident or injury that occurs at the alternate work site. The supervisor will investigate my report immediately and, in addition, notify the appropriate safety office/officer.

Work Assignments

_____ I shall complete all assigned work according to procedures my supervisor and I mutually agree to, and according to guidelines and standards in my performance plan.

Performance

_____ To work at an alternate work site, my most recent performance ratings must be at least Fully Acceptable or Excellent. My supervisor may require me to report regular progress to assist in judging performance.

Encl 3

AR NG Employee Telework Agreement

Disclosure

_____ I shall protect government records from unauthorized disclosure or damage and will comply with requirements of the Privacy and Freedom of Information Act Manual. I will not store, gain access to, or use classified information at a home work site.

Standards of Conduct

_____ I understand standards of conduct continue to apply to me while I work at my telework site(s) in accordance with applicable regulations.

Cancellation

_____ After appropriate notice to my supervisor, I may resume working my regular schedule at my official duty station. After appropriate notice to me, my supervisor may instruct me to resume working my regular schedule at my official duty station, if my performance declines, the project fails to benefit organizational needs, the need for in-office interaction between me and my coworkers or customers arises, or for other work-related reasons. The supervisor will follow any applicable administrative or negotiated telework procedures.

Other Action

_____ Nothing in this agreement precludes management from taking any appropriate disciplinary or adverse action against me if I fail to comply with the provisions of this agreement. Nothing in this agreement shall be construed so as to infringe upon my rights or benefits provided by law, regulation, or contract.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Activity Manager Signature: _____ Date: _____

SUMMARY INFORMATION

Telework Schedule: Check the description that applies:

Position Type:

_____ 1 day per 2 weeks
_____ More than 1 day per 2 weeks: Please specify _____
_____ Occasionally (i.e., of a project nature)

_____ Civilian
_____ Military

Send a copy of the agreement and enclosures to your supervisor, retain a copy for your records, and send a copy to the Human Resources Office.

CF:
Director
Supervisor
HRO

Arkansas National Guard (AR NG)

Telework Computer Security Agreement

1. I have DCSIM government furnished equipment (GFE) assigned to my FTS position that will meet the requirements for Telework.

2. If you have Internet access, what type do you have, and which company is providing it?

3. Dial-up/modem is not acceptable.

Employee Signature _____ Date _____

Please attach a copy of this list to your Telework Agreement, send a copy to your Information Management Officer (IMO) or _____, and retain a copy for your records.

Arkansas National Guard (AR NG)

Telework Safety Checklist

Name: _____ Telephone: _____

Organization/Office: _____

Location: _____

Each Teleworker will read this checklist, assess his/her home's overall safety, then complete, sign, and date this document.

Address of home work site location: _____

Describe the designated home work area: _____

WORK ENVIRONMENT

- | | | |
|--|-----|----|
| 1. Are temperature, noise, ventilation, and lighting levels adequate to maintain your normal level of job performance? | Yes | No |
| 2. Are all stairs with four or more steps equipped with handrails? | Yes | No |
| 3. Does the electrical system conform to appropriate local building codes? Will the building's electrical system provide for grounding equipment (three prong receptacles)? Is all electrical equipment free of recognized hazards that would cause physical harm (frayed or loose wires, exposed wiring, missing/broken)? | Yes | No |
| 4. Are aisles, doorways, and corners free of obstructions to permit visibility and movement? | Yes | No |
| 5. Are file cabinets and storage closets arranged so drawers and doors do not open into walkways? | Yes | No |
| 6. Do chairs have any loose casters (wheels), and are chair legs sturdy? | Yes | No |
| 7. Are the phone lines, electrical cords, and extension wires secured under a desk or along a baseboard? | Yes | No |
| 8. Is the office space neat, clear, and free of excessive amounts of combustibles? | Yes | No |

AR NG Telework Safety Checklist

- | | | |
|---|-----|----|
| 9. Are floor surfaces (including carpets) clean, dry, level and free of worn or frayed seams? | Yes | No |
| 10. Is there enough light to read? | Yes | No |
| 11. Is the residence equipped with working smoke detectors? | Yes | No |

COMPUTER WORKSTATION (If Applicable)

- | | | |
|---|-----|----|
| 1. Is your chair adjustable? | Yes | No |
| 2. Does a back rest support your back adequately? | Yes | No |
| 3. Is your computer monitor at eye level? | Yes | No |
| 4. When keying, are your forearms close to parallel with the floor?
Are your wrists fairly straight? | Yes | No |

Explain any "No" responses:

Employee Signature: _____ **Date:** _____

Attach a copy of this list to your Telework Agreement, retain a copy for your records, and send a copy to your Human Resources Office.